



Finance Committee Minutes

Monday, October 28, 2019 – 6 PM • Council Chambers

Item	Presented By:	Action	Topic	Report
Call to Order & Roll Call	Matt Boettcher	Members: <ul style="list-style-type: none"> • Matt Boettcher, Chair • Sharon Chaney • Brenda Dubose • Danny Kneipp - Liaison • Ron Hirth, Village Administrator • Chris Campbell, Police Chief • Andy Lanser, Fiscal Officer • Anna Gedeon, Budget Analyst 		Mr. Boettcher called the meeting to order at 6 PM DST. All members were present.
Set the Agenda & Adopt		Review & Motion		Motion to approve the agenda by Ms. Chaney Second by Mrs. Dubose All voted in favor.
Persons Registered to Address the Committee		None		
Minutes to be Approved	Andy Lanser	Review & Motion	Committee minutes	September 23, 2019: Click to review or download. Motion to approve the September 23, 2019 Finance Committee minutes by Mr. Boettcher Second by Ms. Chaney All voted in favor.

Discussion				
Monthly Financial Report	Andy Lanser Anna Gedeon Ron Hirth	Report	Financial Report	<p>September 2019 Financial Report: Click to review or download.</p> <p>Highlights:</p> <ul style="list-style-type: none"> • For the month of September, the Village had an adjusted bank balance of \$2,127,388. Of this approximately \$1.1 million lies in dedicated special capital improvements and can only be expensed on road and street infrastructure. • In September, the Village had 60 payments cleared in the amount of \$176,895.36. • Meanwhile the Village generated \$235,184.75 in revenue receipts. • As for the General Fund, the Village generated \$72,000 in income tax receipts for the month of September. This figure is 43% more than what was generated by the Village in September 2018. • As for expenses, the Village's General Fund had expensed \$134,222 for the month of September. This figure is approximately \$13,000 more than what was expensed by the Village in September 2018. Despite the increase in monthly expenses for September, total Village General Fund expenses for the year remain approximately \$200,000 below what was expensed by the Village's General Fund in 2018.
Financial Planning & Audit	Andy Lanser & Ron Hirth	Report & Discussion	Update	<p>2020 Appropriations draft review</p> <ul style="list-style-type: none"> • It is forecasted that the Village will generate \$1,919,634 in General Fund revenue • Likewise, it is forecasted that the Village will have General Fund expenses in the amount of \$1,900,732.66. • Both the revenue and expense forecasts are tentative and will likely be updated on future drafts. • The goal of the appropriations budget is to have the General Fund be structurally balanced. A structurally balanced budget has become increasingly difficult to achieve during a time of eroding levy receipts and increasing service demands among residents of the Village. • Presently, there is a surplus in the amount of approximately \$19,000. This surplus was achieved by making no changes to the

				<p>employee benefit plans, however the tentative recommendation is for no employee raises for 2020.</p> <ul style="list-style-type: none"> • A budgeted raise of 3% for employees will result in the elimination of most of a budgeted surplus. A surplus, however small, is a best practice to ensure financial stability during times of unforeseen events as well as can be used to grow the reserve for the Village. Following three-consecutive years of employee raises, at this time the need for the Village to ensure its financial health exceeds the desire to provide employee raises. • The possibility of providing raises to staff can be re-evaluated next year based upon updated revenue and expense forecasting. • The Village Council and Administration should begin exploring ways to balance service demands and available resources. • The Village should also begin to explore strategies to grow the Village's reserve with a goal to have a reserve match 6 months of expenses. At this time the Village has approximately 2 months of expenses in the reserve. • This projects a reserve at the end of 2020 of \$320,000, dependent on no unforeseen expenses. It is recommended that we fully evaluate current programs for their effectiveness and contribution to Village operations vs. actual cost.
Financial Operations	Anna Gedeon & Ron Hirth	Report & Discussion	<ul style="list-style-type: none"> • RITA subpoena update • Audit review 	<ul style="list-style-type: none"> • RITA was on site to process taxes for individual residents who were identified for being delinquent in filing their taxes • RITA was pleased with the turnout of residents for the on-site processing. • Representatives from the firm hired to perform the 2017/18 will be on site on 11/7/19 to begin the audit. • They have a provided a list of documents to review, and Ms. Gedeon is working to locate and provide those documents.
Old Business				None
New Business				Motion to move to executive session for a matter of personnel compensation by Mr. Boettcher

				Second by Ms. Chaney All voted in favor.
Announcements				None
Adjourn				Motion to adjourn at 6:45 PM DST by Mrs. Dubose Second by Ms. Chaney All voted in favor.

_____ Date: _____
Submitted by Andy Lanser, Fiscal Officer

_____ Date: _____
Matt Boettcher, Finance Chair

_____ Date: _____
Anna Gedeon, Asst. Clerk